

DEPARTMENT OF THE ARMY  
79th Ordnance Battalion (EOD)  
52d Ordnance Group (EOD)  
Fort Sam Houston, Texas 78234-5056

AFOD-B (100)

11 July 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Letter of Instruction (LOI) 350-5, Battalion Quarterly Training Brief (QTB)

This Letter of Instruction replaces the previous edition dated 17 JUN 99. Significant changes were made and the entire LOI should be reviewed in detail for updating members of the command.

1. REFERENCE: 52D Ordnance Group (EOD) OI 350-5
2. PURPOSE: Establish policies and procedures for the 79th Ordnance Battalion (EOD) QTB.
3. RESPONSIBILITY: This Letter of Instruction (LOI) is directive in nature and is applicable to all personnel assigned or attached for duty with the 79<sup>th</sup> Ordnance Battalion (EOD) and its subordinate units.
  - a. The S-3, 79th Ordnance Battalion (EOD) will normally schedule the QTBS a month before the start of the briefed quarter. The S-3 will publish a memorandum with the location, schedule (to include briefing order), and any special instructions for the QTB at least 30 days in advance.
  - b. Company commanders will ensure that briefs are in accordance with this LOI and any supplemental instructions issued by this headquarters for a specific QTB.
4. REPORTS REQUIRED: See attached slides.
5. REQUIREMENTS:
  - a. Briefing slides will be prepared using Microsoft Powerpoint. Blank slides are included as an enclosure to this LOI. Electronic versions of these slides are available from the

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S-3, 79th Ordnance Battalion (EOD). When requesting electronic copies, specify which version of Powerpoint you need.

b. Electronic copies of the briefing slides are due to the Battalion S-3 the Friday prior to the beginning of the QTB.

c. Cutoff date for all information on slides is the Friday before the QTB.

d. Slide preparation guidance.

(1) Title slide. Information required is company, installation, quarter and year of the brief. Units may "personalize" the slide with suitable graphics, etc.

(2) Alter the master slide to add company instead of the "XX" or "XXth" on blank briefing slides.

(3) QTB-1 WARTIME MISSION STATEMENT: Enter unclassified wartime mission statement.

(4) QTB-2 COMMANDER'S ASSESSMENT: Enter assessments for METL tasks by Battlefield Operation System (BOS) - T= Trained, P= Needs practice, U= Untrained. Changes from the previous QTB will be shaded.

(5) QTB-3 TRAINING PRIORITIES: Enter your training priorities for the upcoming quarter in bullet format. Your training priorities should be derived from the battalion commander's training priorities (from quarterly training guidance) and your training assessment.

(6) QTB-4 COMMANDER'S STRATEGY: Enter your strategy to improve any METL tasks that you assessed as "P" or "U". Under "collective tasks", enter the specific subtasks of the METL tasks that you judged to need improvement.

(7) QTB-5 TRAINING HIGHLIGHTS: List training highlights completed from the previous quarter that you would like to highlight.

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(8) QTB-6 CHANGES TO TRAINING: Training not conducted - list the training and orally brief why training was not conducted and when it is rescheduled. Training opportunities - list training events that you had not planned for, but were able to conduct or participate in. An example could be joining another unit on your installation for an FTX on short notice.

(9) QTB-7 HUMAN RELATIONS: State in the first bullet the number of qualified EO representatives in your unit. Qualified means that the representative has successfully completed an EO representative course while assigned to your installation. The next two bullets refer to your unit's Equal Opportunity Representative (EOR) and the training they receive. Training conducted- list the date of the last training received by your EOR from the installation. Training Scheduled- list date of scheduled installation training event for EOR's, some other form of continuing education for EOR's, or EOR qualification training for your next EOR to replace your current one. The last two bullets refer to your company's command climate survey that is required within 90 days of a change in command and annually thereafter.

(10) QTB-8 HUMAN RELATIONS READINESS: Enter the date and EO-related training that your company has received most recently and is planning next. The standard is currently a minimum of one hour per quarter.

(11) QTB-9 PHYSICAL FITNESS: List number of soldiers assigned, company average based on 300 score system ( Do not use extended scale), number of personnel scoring 270 or higher, number of failures and their status. Do not list names.

(12) QTB-10 Weapon Qualification- List number of assigned soldiers and appropriate qualification. Enter number and reason for soldiers unqualified. Do not list names.

(13) QTB-11 M203 QUALIFICATION: List number of assigned soldiers and weapons and appropriate qualification. Enter number and reason for soldiers unqualified. Do not list names.

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(14) QTB-12 CURRENT QUARTER CALENDAR: Enter current quarter training events. Replace "1st Month", etc. with actual months. List significant training events such as FTXs, Weapons qualifications (WQ), CIs, CSDPs, APFT, exercises and ARTEPs.

(15) QTB-13 UPCOMING QUARTER CALENDAR: Same as QTB-12 above, but for upcoming quarter.

(16) QTB-14 TRAINING ISSUES: List any issues that you feel affect your company that are beyond your control.

6. Point of contact for this memorandum is the Battalion Executive Officer, DSN: 421-8965. Point of contact for the slides is the Battalion Operations Officer, DSN: 421-8852 or 471-1308

7. Efficient and Effective!

PATRICK J. KELLY  
LTC, OD  
Commanding

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